

United States Bankruptcy Court  
Northern District of Mississippi

# ECF e-Orders Trustee Guide

December 11, 2013

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## Introduction

As part of the court's CM/ECF system, e-Orders allows the direct upload of proposed orders which court staff and judges can quickly review, sign and docket. Additionally, e-Orders allows attorneys and trustees to check the status of proposed orders uploaded to the ECF system.

## Technical Requirements

Proposed orders uploaded in CM/ECF must be submitted in PDF format. No security should be applied to the PDF file. It is highly recommended that orders be created using a word processing application such as Word or WordPerfect and saved to PDF rather than scanning a printed copy of the document. This not only makes the order more legible, but also results in a text-searchable document.

## Formatting Requirements

1. 8 ½ x 11 standard paper size.

*The ECF system will not accept a PDF document with one or more pages exceeding the standard page size limit. The ECF system will return a failure message ending the upload process.*

*“FAILURE: Your PDF document has one or more pages that exceeds the standard page size limit, and cannot be accepted until fixed.”*

- |            |                   |                         |
|------------|-------------------|-------------------------|
| 2. Margins | <u>First Page</u> | <u>Subsequent Pages</u> |
|            | Top 3”            | Top 1”                  |
|            | Bottom 1”         | Bottom 1”               |

3. End of Order:

- Include an ending notation signifying the entire body of the proposed order is included. Below the last paragraph:
  - Insert one blank line
  - Insert **##END OF ORDER##** and center it.
- Do not include the text “**So Ordered**”
- Do not include judge’s signature line (*See example on next page*).

4. Proposed order and all exhibits must be uploaded as one PDF document.

5. PDF document size must not exceed 5MB.

# Example

<p style="text-align: center;"><b>3" Top margin first page</b></p> <p style="text-align: center;">UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF MISSISSIPPI</p> <p>In re: <b>Joseph Wayne Sample Susan Smith Sample</b> Debtors. <span style="float: right;">Case No. XX-XXXX-XXX Chapter XX</span></p> <p style="text-align: center;"><b>ORDER GRANTING RELIEF FROM THE AUTOMATIC STAY AND CO-DEBTOR STAY</b></p> <p> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas interdum neque at felis malesuada sed volutpat arcu dignissim. Cras sit amet urna orci, eget eleifend lorem. Cras nec arcu massa. Integer sed dolor urna. Ut suscipit sem. Suspendisse potenti. Mauris vestibulum diam pellentesque enim lacinia tincidunt. Maecenas porta porta rhoncus. Aenean viverra suscipit metus non mattis. Nulla nibh augue, ultrices eget blandit vitae, bibendum quis mi. Aliquam ultricies tincidunt tellus non porta. Maecenas dignissim mattis metus, et aliquet sapien venenatis in. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Quisque convallis volutpat odio, at mollis urna feugiat sit amet. Vivamus ac sapien in dui aliquet tristique at velit.</p> <p> Etiam viverra bibendum nibh. Suspendisse ipsum augue, ullamcorper at elementum eget, porta eu magna. Nullam a tellus at nisi vestibulum mollis id sit amet nibh. Suspendisse sapien massa, pellentesque quis rhoncus nec, tristique non diam. Fusce ligula mauris, laoreet sit amet consectetur ultricies, tempor vitae velit. Curabitur quis leo at purus mollis venenatis. Donec nulla risus, eleifend id rutrum eu, bibendum ac arcu. Morbi in lorem quis augue lacinia tincidunt. Nunc gravida gravida pretium. Curabitur ac elit velit, eu suscipit orci.</p> <ol style="list-style-type: none"><li>1. Sed magna mi, sodales in tincidunt ac, egestas a libero. Ut ut arcu ac nisi vestibulum scelerisque eu vitae lorem.</li><li>2. Donec posuere tempus tristique. Suspendisse eget tortor id elit ultrices pellentesque vitae id nisi. Nam eleifend leo in dui ullamcorper adipiscing.</li><li>3. Donec gravida placerat nunc, varius tempus purus accumsan id. Nam sed sapien eget lacus suscipit condimentum. Phasellus at dui ut nunc cursus placerat quis non libero. Curabitur facilisis</li></ol>	<p style="text-align: center;"><b>1" Top margin subsequent page(s)</b></p> <p>varius fermentum. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.</p> <p>4. Phasellus non orci quis eros interdum tristique a a est. Vivamus non dapibus sapien. Nullam quis elit non odio fermentum volutpat eu eget purus. Maecenas bibendum pulvitar egestas.</p> <p>5. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec ultrices eleifend luctus. Sed euismod cursus tristique.</p> <p> Aliquam dignissim mi accumsan odio egestas molestie ac id ipsum. Integer felis enim, lacinia vitae luctus quis, blandit quis nibh. Sed scelerisque porttitor leo, ac fermentum risus interdum ut. Ut laoreet turpis in lorem consequat volutpat vel quis eros. Donec viverra augue a nulla sagittis ut adipiscing leo mollis. Phasellus facilisis fringilla quam non varius. Pellentesque tempus tincidunt neque in dictum. In diam velit fermentum id ultricies et, congue ac sem. Quisque aliquet justo non mi iaculis bibendum.</p> <p> Sed a suscipit ipsum. Nulla dui nibh, viverra a accumsan id, convallis sed diam. Fusce libero dolor, venenatis eu auctor ut, ultrices quis nisi. Ut felis dolor, malesuada cursus mattis vel, condimentum id libero. In vel eleifend elit. Sed gravida nisi lacus. Integer egestas libero nec eros sollicitudin tincidunt. Nullam tincidunt lobortis vestibulum. Suspendisse mi erat, ornare vitae ornare vitae, porttitor sit amet ligula. Donec luctus adipiscing sem, quis congue massa vulputate et.</p> <p style="text-align: center;"><b>##END OF ORDER##</b></p> <p>Approved:</p> <p><u>(Signature of attorney)</u> Attorney's Name Attorney for Creditor</p> <p><u>(Signature of attorney)</u> Attorney's Name Attorney for Debtor</p> <p><u>(Signature of trustee)</u> Trustee's Name</p> <p>Submitted by:</p> <p>Attorney Name, Bar Id Address City, State, Zip Telephone Number email</p> <p style="text-align: center;"><b>Include text to indicate end of the order.</b></p>
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## Trustee Order Upload Options

**\*Single Order Upload:** Proposed orders related to a document / pleading filed in a case.

**Batch Order Upload:** Proposed orders having the same order type, description and hearing date *(if applicable)*.

**Sua Sponte Order Upload:** Proposed orders not related to document / pleading filed in a case.

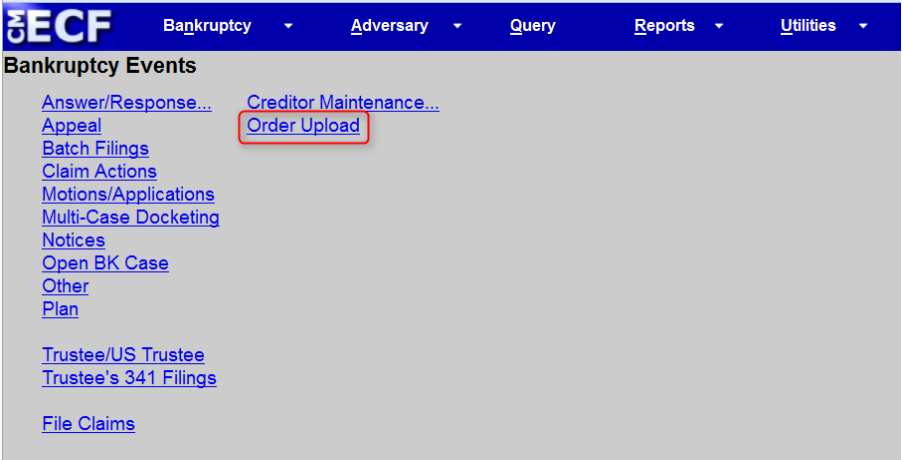

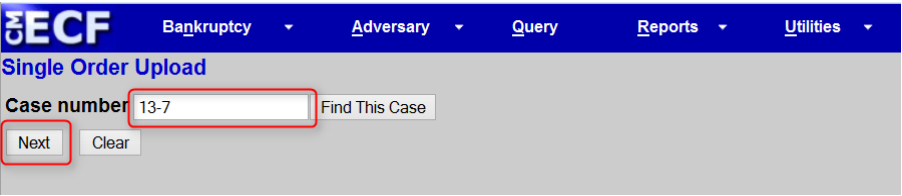
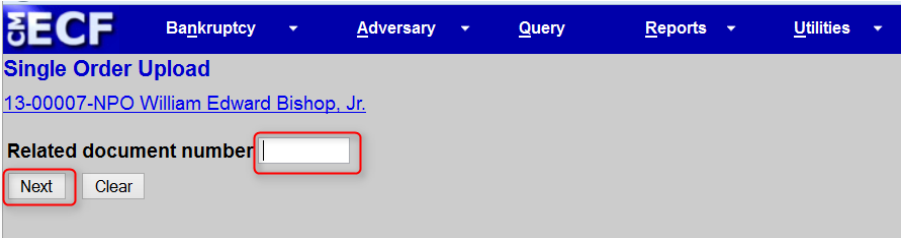
**Pay Order Upload:** Wage Orders.

\*Use **Single Order** process when the proposed order is the final order concluding litigation filed in a case.

Use **Sua Sponte Order** process when a proposed order relates to litigation filed in a case, but is not the final order.

## Single Order Upload

- Available under **Bankruptcy** and **Adversary** menus.
- Requires the proposed order be related to a matter/pleading filed in a case.
- Use when the proposed order is the final order concluding a related matter/pleading filed in a case

<p>1.</p> <p>Select <b>Bankruptcy</b> &gt; <b>Order Upload</b></p> <p>Adversary proceeding select <b>Adversary</b> &gt; <b>Order Upload</b></p>	 <p>The screenshot shows the ECF Bankruptcy Events menu. The 'Order Upload' link under the 'Creditor Maintenance...' section is highlighted with a red box.</p>
<p>2.</p> <p>Select <b>Single Order Upload</b></p>	 <p>The screenshot shows the ECF Order Upload for Bankruptcy menu. The 'Single Order Upload' link is highlighted with a red box.</p>
<p>3.</p> <p>Input case number; click <b>Next</b></p>	 <p>The screenshot shows the ECF Single Order Upload form. The 'Case number' field contains '13-7' and is highlighted with a red box. The 'Next' button is also highlighted with a red box.</p>
<p>4a.</p> <p>*Input related document number; click <b>Next</b>.</p> <p><i>*If unknown leave blank</i></p>	 <p>The screenshot shows the ECF Single Order Upload form. The 'Related document number' field is highlighted with a red box.</p>

4b.

A related document number is required. The search screen displays when Step 4a is blank.

\*Select a document category; click **Next**

*\*If the category is unknown select all categories.*

ECF Bankruptcy Adversary Query Reports Utilities

Single Order Upload

13-00007-NPO William Edward Bishop, Jr.

Select the category to which your event relates:

cmp  
court  
crditord  
misc  
motion  
notice  
order  
plan  
trustee  
utility

Filed to

Documents to

Next Clear

4c.

\*Check the box next to the related document; click **Next**

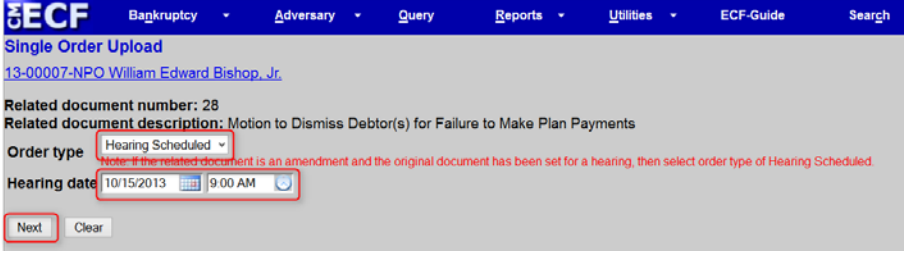
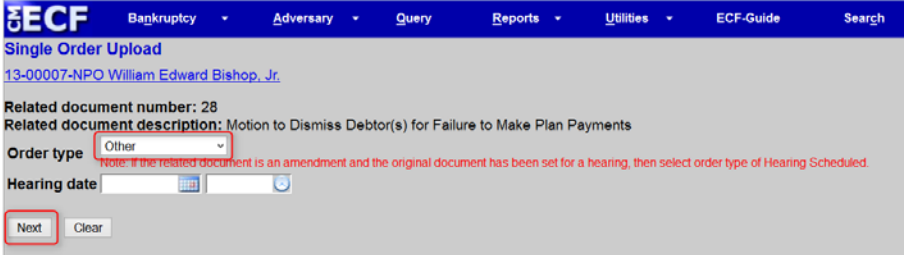
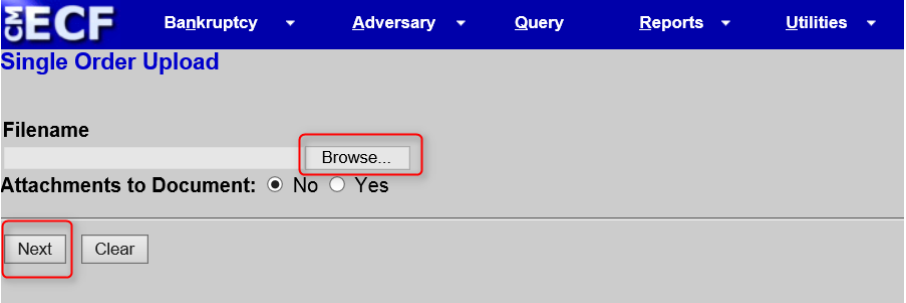
*\*Select one entry.*

ECF Bankruptcy Adversary Query Reports Utilities

- 05/10/2013 20 Notice of Hearing Filed by Debtor William Edward Bishop Jr. (RE: related document(s)19 Motion to Avoid Lien on Household Goods under Section 522(f)(1)(B)(i) Filed by Debtor William Edward Bishop Jr.). (Atkinson, Mark)
- 04/01/2013 21 Motion to Amend Plan Filed by Debtor William Edward Bishop Jr. (Santos, D) (Entered: 05/16/2013)
- 04/01/2013 22 Notice: Allowing 21 Days to File Written Objection/Response . Filed by Debtor William Edward Bishop Jr. (RE: related document(s)21 Motion to Amend Plan Filed by Debtor William Edward Bishop Jr.). Objections due by 4/22/2013. (Santos, D) (Entered: 05/16/2013)
- 04/01/2013 23 Amended Chapter 13 Plan Filed by Debtor William Edward Bishop Jr.. (Santos, D) (Entered: 05/16/2013)
- 04/01/2013 24 Meeting of Creditors Filed by Trustee James L. Henley Jr. . 341(a) meeting to be held on 5/1/2013 at 11:00 AM at 341 Mtg - Jackson U.S. Courthouse Suite 1.452. Section 523 Objection deadline: 7/1/2013. Proofs of Claims due by 7/30/2013. Government Proof of Claim due by 9/4/2013. Confirmation hearing to be held on 5/3/2013 at 10:00 AM at Courtroom - Jackson. (Santos, D) (Entered: 05/16/2013)
- 05/16/2013 25 Signed Order Confirming Chapter 13 Plan (RE: related document(s)23 Amended Chapter 13 Plan filed by Debtor William Edward Bishop). (Santos, D)
- 06/20/2013 26 Trustee's Motion and Notice to Dismiss Debtor(s) for Non-Payment Filed by Trustee James L. Henley Jr.. Response(s) due by 7/11/2013. Hearing scheduled for 6/27/2013 at 09:00 AM Courtroom - Jackson (Henley, James)
- 09/27/2013 27 Motion to Avoid Lien on Household Goods under Section 522(f)(1)(B)(i) Filed by Debtor William Edward Bishop Jr. (Atkinson, Mark)
- 09/27/2013 28 Motion to Dismiss Debtor(s) for Failure to Make Plan Payments Filed by Trustee James L. Henley Jr. (Henley, James)

Next Clear



<p>5.</p> <p>Select <b>Order type</b></p> <p>Input a hearing date and time when the <b>Order type</b> is <i>Hearing Scheduled</i> or <i>Hearing Held</i></p> <p>Click <b>Next</b></p>	<p>Example with hearing information</p>  <p>Example without hearing information</p> 
<p><b>Order types</b></p>	<p><b>Ex Parte (No Hearing Required)</b> – Proposed Order granting a motion or pleading that does not require a hearing or notice.</p> <p><b>Agreed Order</b> – Proposed order signed by all parties and a hearing was not scheduled or held.</p> <p><b>Noticed/No Response</b> – Proposed Order granting a motion or pleading that was properly noticed with a response/objection deadline and no response was filed</p> <p><b>Hearing Held</b> – Proposed order resulting from a previous hearing.</p> <p><b>Hearing Scheduled</b> – Proposed order requiring a hearing.</p> <p><b>Other</b> – Any other type of proposed order.</p>
<p>6.</p> <p>Click <b>Browse</b> to attach proposed order; click <b>Next</b>.</p> <p><i>*Do not upload attachments</i></p>	

7.

The order upload confirmation screen displays the **Order Id #** assigned to the proposed order.

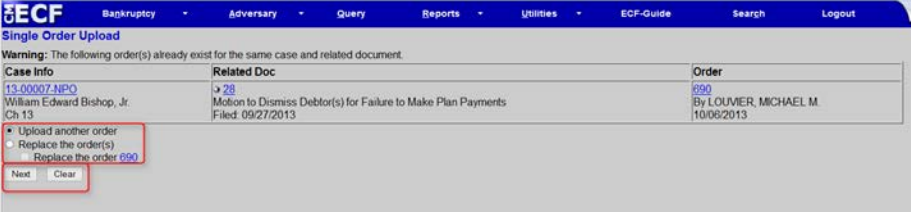
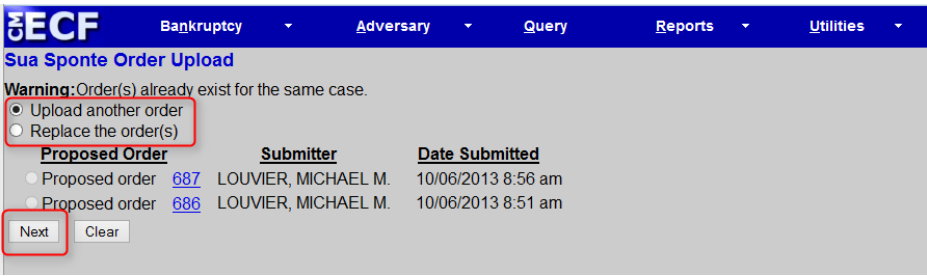
To view the proposed order click the order ID number.

To upload another order click **Upload another order?**

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, and Utilities. Below the navigation bar, the page title is "Single Order Upload". The main content area displays the following information: "13-00007-NPO William Edward Bishop, Jr." (a clickable link), "The new document SampleDocument.pdf was uploaded successfully on 9/27/2013 at 3:09 PM", "Order type: Other", "13-00007-NPO William Edward Bishop, Jr." (another clickable link), "Related document number: 28", "Related document description: Motion to Dismiss Debtor(s) for Failure to Make Plan Payments", "Order ID: 683" (highlighted with a red box), and "Upload another order?" (highlighted with a red box).

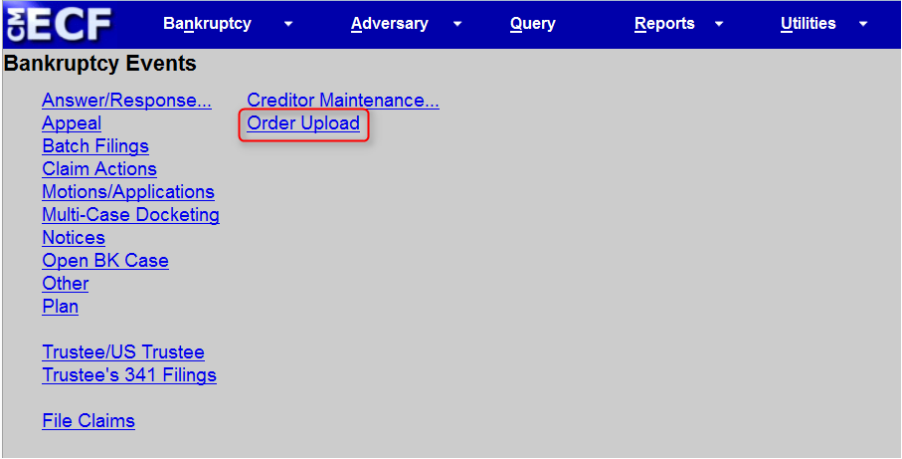

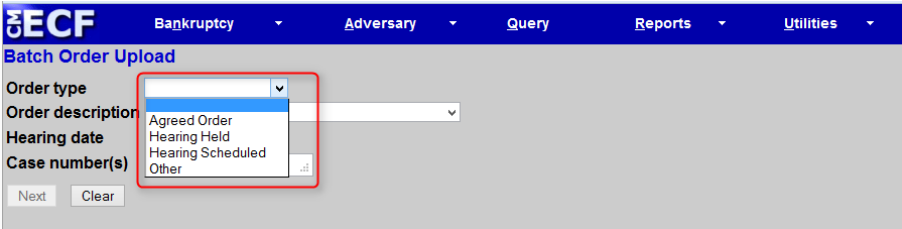
## Replacing or Uploading an Additional Order

Occasionally you may need to replace a proposed order or submit a second order. The replacement and add another order process is similar to the standard upload process with an additional step outlined below.

<p><b><u>Single Order Upload</u></b></p>	<p>After the related docket entry is selected (Step 4 above) and when a proposed order already exists related to the same entry, the screen below displays.</p>
<p>Select <b>Upload another order</b> or <b>Replace the order(s)</b> selecting proposed order(s) to replace; click <b>Next</b></p>	
<p><b><u>Sua Sponte Order Upload</u></b></p>	<p>The below screen displays after inputting the case number. Although the <i>Upload another order</i> and <i>Replace the order(s)</i> look slightly different, the basic operation is the same.</p>
<p>Select <b>Upload another order</b> or <b>Replace the order(s)</b> selecting proposed order(s) to replace; click <b>Next</b></p>	

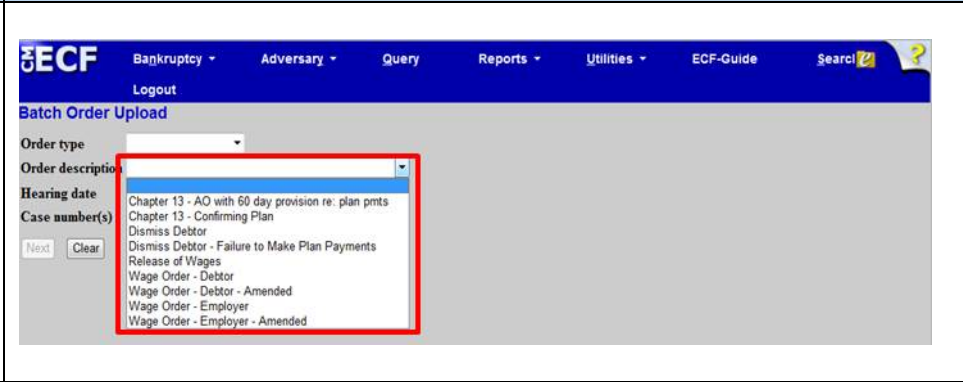
## Batch Order Upload

- Available under **Bankruptcy** menu.
- Used to submit proposed orders having the same:
  - Order type
  - Order description
  - Hearing Date *(if applicable)*

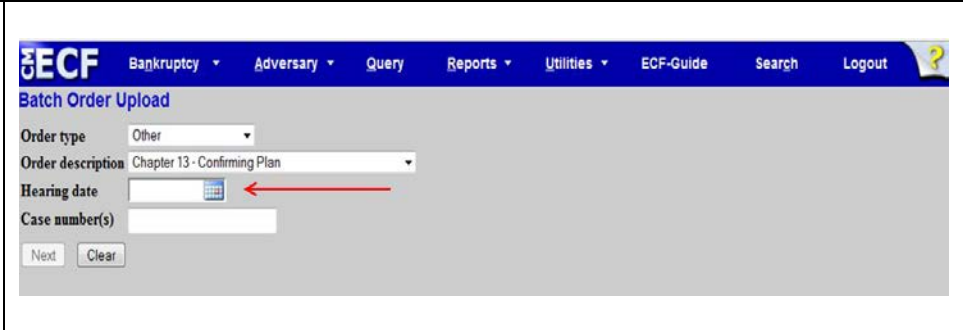
<p>1.</p> <p>Select <b>Bankruptcy</b> &gt; <b>Order Upload</b></p>	 <p>The screenshot shows the ECF Bankruptcy Events menu. The 'Order Upload' link is highlighted with a red box. Other links include Answer/Response..., Appeal, Batch Filings, Claim Actions, Motions/Applications, Multi-Case Docketing, Notices, Open BK Case, Other, Plan, Trustee/US Trustee, Trustee's 341 Filings, and File Claims.</p>
<p>2.</p> <p>Select <b>Batch Order Upload</b></p>	 <p>The screenshot shows the ECF Order Upload for Bankruptcy menu. The 'Batch Order Upload' link is highlighted with a red box. Other links include Single Order Upload, Sua Sponte Order Upload, and Pay Order Upload.</p>
<p>3a.</p> <p>Select <b>Order type</b></p>	 <p>The screenshot shows the ECF Batch Order Upload form. The 'Order type' dropdown menu is open, showing options: Agreed Order, Hearing Held, Hearing Scheduled, and Other. The 'Order type' field is highlighted with a red box. Other fields include Order description, Hearing date, and Case number(s). There are 'Next' and 'Clear' buttons at the bottom.</p>

<p><b>Order Types</b></p>	<p><b>Ex Parte (No Hearing Required)</b> – Proposed Order granting a motion or pleading that does not require a hearing or notice.</p> <p><b>Agreed Order</b> – Proposed order signed by all parties and a hearing was not scheduled or held.</p> <p><b>Noticed/No Response</b> – Proposed Order granting a motion or pleading that was properly noticed with a response/objection deadline and no response was filed.</p> <p><b>Hearing Held</b> – Proposed order resulting from a previous hearing.</p> <p><b>Hearing Scheduled</b> – Proposed order requiring a hearing.</p> <p><b>Other</b> – Any other type of proposed order.</p>
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3b.  
 Select **Order description**



3c.  
 Input **Hearing date** (if applicable)



3d.

Input case numbers; click **Next**

The screenshot shows the ECF Batch Order Upload interface. At the top, there are navigation tabs: Bankruptcy, Adversary, Query, Reports, and Utilities. Below the title "Batch Order Upload", there are several input fields: "Order type" (set to "Other"), "Order description" (set to "Chapter 13 - Confirming Plan"), and "Hearing date" (with a calendar icon). The "Case number(s)" field contains two entries: "1:10-bk-50010" and "10-500017". A "Find This Case" button is located to the right of the second entry. At the bottom left, the "Next" button is highlighted with a red box, and a "Clear" button is next to it.

4a.

Click **Add main document** to browse and upload the proposed order.

Repeat step for each case

The screenshot shows the ECF Batch Order Upload interface. It lists two cases: "10-50010-KMS Chiu P Palmer" and "10-50017-KMS James L Dean". For each case, there is an "Add main document" button, which is highlighted with a red box. At the bottom left, the "Next" button is also highlighted with a red box, and a "Clear" button is next to it.

4b.

After all proposed orders are uploaded, click **Next**

*\*Do not upload attachments*

The screenshot shows the ECF Batch Order Upload interface. It lists two cases: "10-50010-KMS Chiu P Palmer" and "10-50017-KMS James L Dean". For each case, there is an "Add attachment" button, which is circled in red. Below each case, there is a table showing the uploaded attachments. The table has columns for File Name, Category, Description, Size, Delete, and Status. The first table shows "SampleDocument.pdf" with a category of "Main Document", a size of "13 KB", and a status of "Added to List". The second table shows the same information for the second case. At the bottom left, the "Next" button is highlighted with a red box, and a "Clear" button is next to it.

4c.

Redaction warning displays; click **Next**

The screenshot shows the ECF Batch Order Upload interface. At the top, there are navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, and ECF-Guide. The main heading is "Batch Order Upload". Below this, there are two sections for case 10-50010-KMS Chiu P Palmer and case 10-50017-KMS James L Dean. Each section has an "Add Attachment" button and a table with columns: File Name, Category, Description, Size, Delete, and Status. The first table shows "SampleDocument.pdf" with a size of 13 KB and a status of "Added to List". A red box highlights the "Add Attachment" button in the first section. Below the tables, a red warning box contains the text: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?". At the bottom, there are "Next" and "Clear" buttons, with the "Next" button highlighted by a red box.

5.

Order upload confirmation screen displays **Order Id #** assigned to each proposed order.

To view the proposed order click the order ID number.

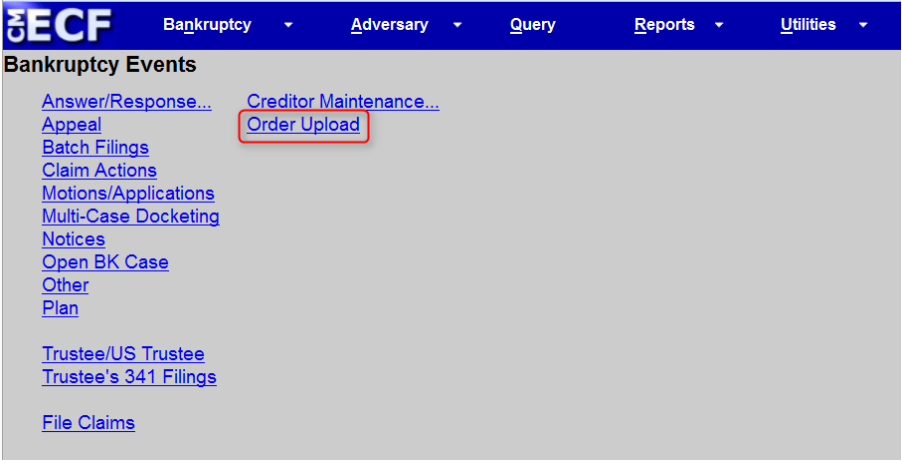
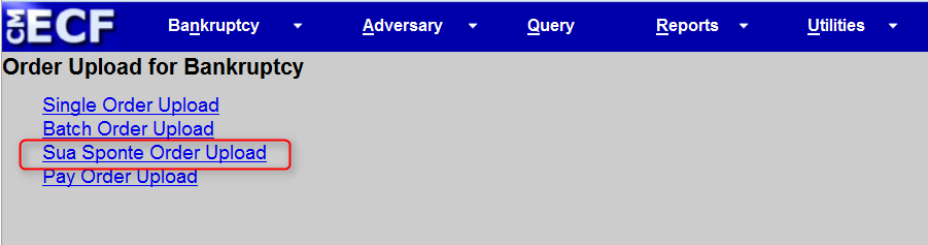
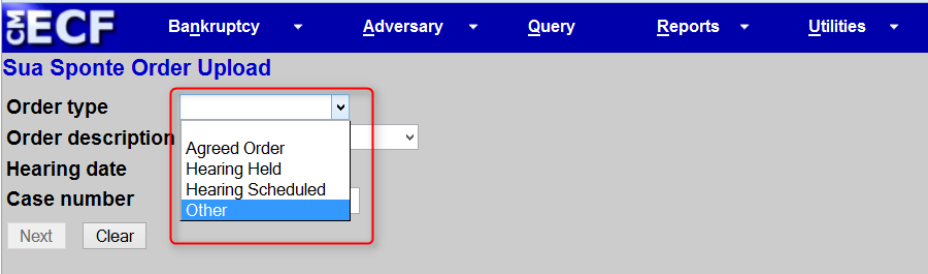
To upload another order click **Upload another order?**

The screenshot shows the ECF Batch Order Upload confirmation screen. At the top, there are navigation tabs: Bankruptcy, Adversary, Query, Reports, and Utilities. The main heading is "Batch Order Upload". Below this, there is a confirmation message: "The following orders were uploaded successfully on 10/6/2013 at 11:32 AM". The order type is "Other" and the order description is "Chapter 13 - Confirming Plan". There are two sections for case 10-50010-KMS Chiu P Palmer and case 10-50017-KMS James L Dean. Each section has a table with columns: File Name, Description, Size, and Order Id. The first table shows "SampleDocument.pdf" with a size of 0KB and an order ID of 691. The second table shows "SampleDocument.pdf" with a size of 0KB and an order ID of 692. Red boxes highlight the "Order Id" values in both tables. At the bottom, there is a button labeled "Upload another order?" highlighted by a red box.

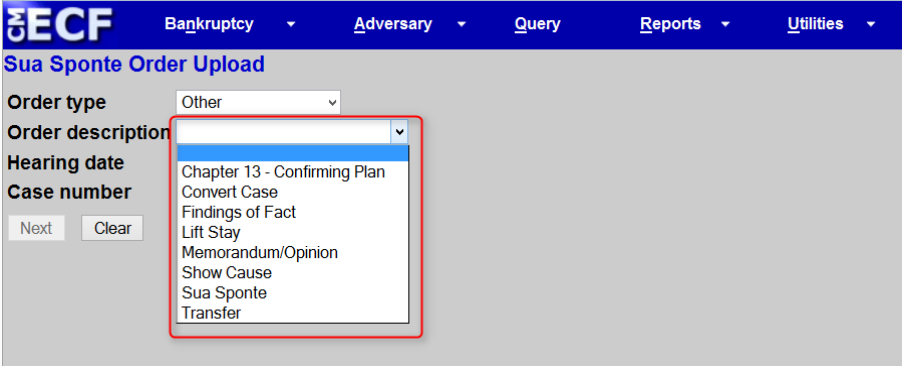
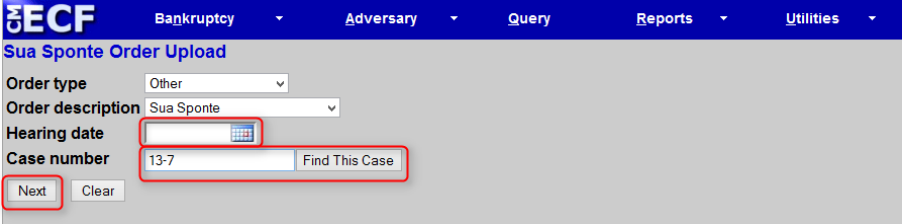
## Sua Sponte Order Upload


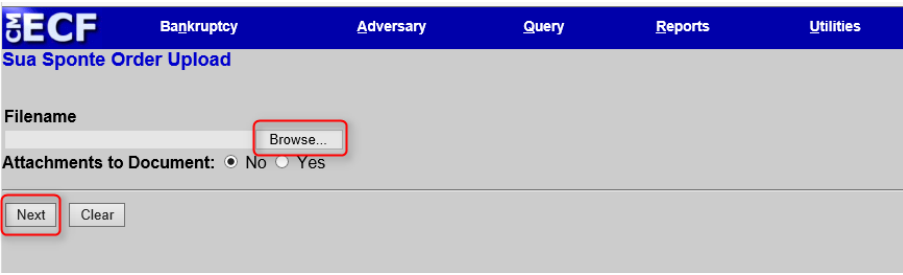
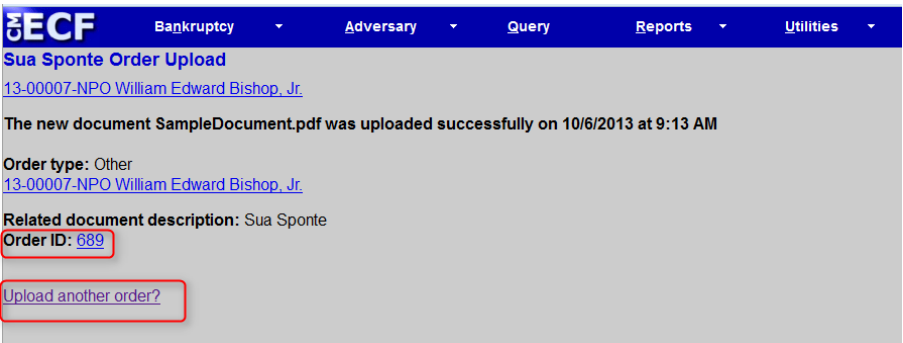
Available under **Bankruptcy** and **Adversary** menus.

The proposed order does not relate to a document/pleading filed in the case or the proposed order relates to a document/pleading filed in a case but is not the final order concluding the proceeding.

<p>1.</p> <p>Select <b>Bankruptcy</b> &gt; <b>Order Upload</b></p> <p>Adversary proceeding select <b>Adversary</b> &gt; <b>Order Upload</b></p>	 <p>The screenshot shows the ECF website's main menu with 'Bankruptcy' and 'Adversary' selected. Under 'Bankruptcy Events', the 'Order Upload' link is highlighted with a red box.</p>
<p>2.</p> <p>Select <b>Sua Sponte Order Upload</b></p>	 <p>The screenshot shows the 'Order Upload for Bankruptcy' page. The 'Sua Sponte Order Upload' link is highlighted with a red box.</p>
<p>3a.</p> <p>Select <b>Order type</b></p>	 <p>The screenshot shows the 'Sua Sponte Order Upload' form. The 'Order type' dropdown menu is open, and the 'Other' option is highlighted with a red box. Other options include 'Agreed Order', 'Hearing Held', and 'Hearing Scheduled'. There are 'Next' and 'Clear' buttons at the bottom.</p>

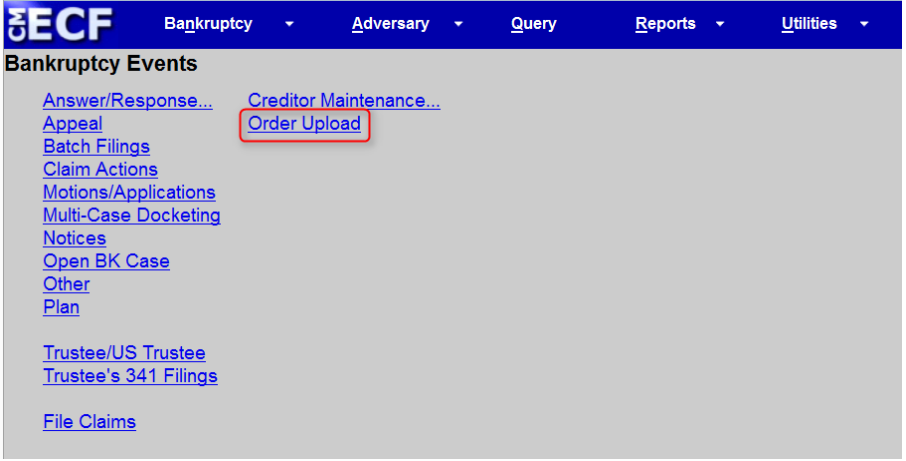
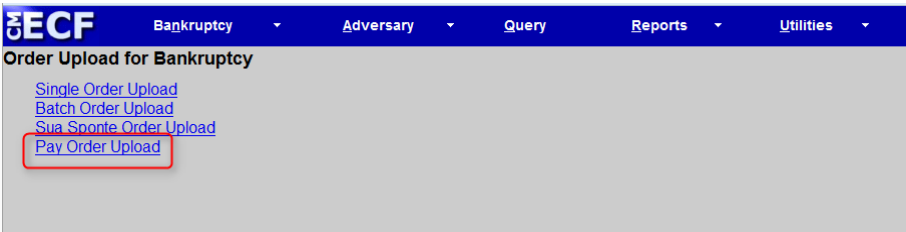
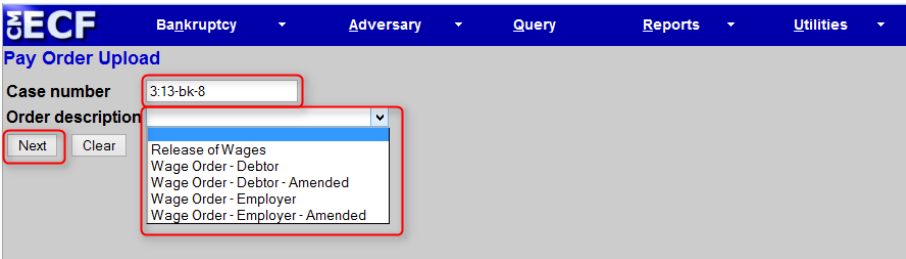


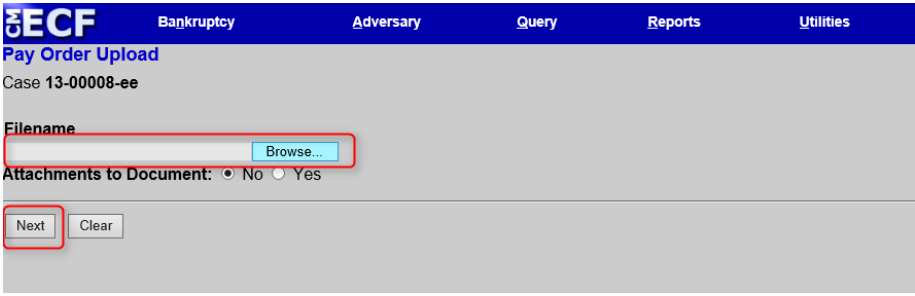
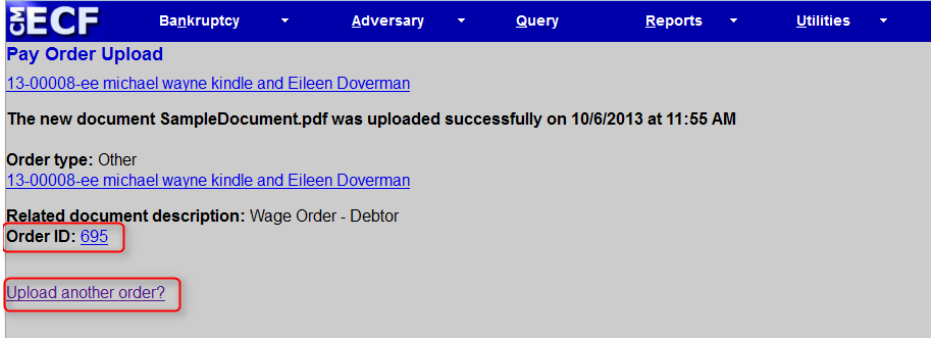
<p><b>Order types</b></p>	<p><b>Ex Parte (No Hearing Required)</b> – Proposed Order granting a motion or pleading that does not require a hearing or notice.</p> <p><b>Agreed Order</b> – Proposed order signed by all parties and a hearing was not scheduled or held.</p> <p><b>Noticed/No Response</b> – Proposed Order granting a motion or pleading that was properly noticed with a response/objection deadline and no response was filed.</p> <p><b>Hearing Held</b> – Proposed order resulting from a previous hearing.</p> <p><b>Hearing Scheduled</b> – Proposed order requiring a hearing.</p> <p><b>Other</b> – Any other type of proposed order.</p>
<p>3b.</p> <p>Select <b>Order Description</b></p>	
<p>3c.</p> <p>Input hearing date <i>(if applicable)</i></p> <p>Input case number; click <b>Next</b></p>	

<p>4.</p> <p>Click <b>Next</b></p>	
<p>5.</p> <p>Click <b>Browse</b> to attach proposed order; click <b>Next</b></p> <p><i>*Do not upload attachments</i></p>	
<p>6.</p> <p>The order upload confirmation screen displays with the <b>Order ID #</b> assigned to the proposed order.</p> <p>To view the proposed order click the order ID number.</p> <p>To upload another order click <b>Upload another order?</b></p>	

## Pay Order Upload

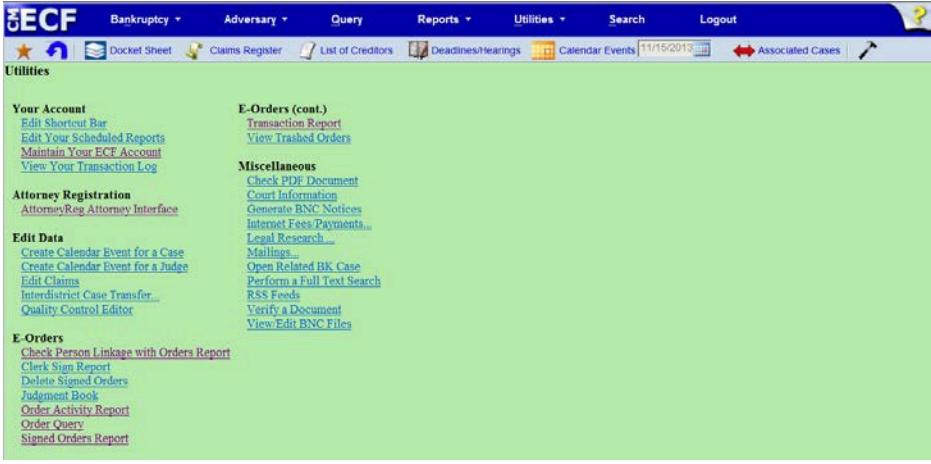
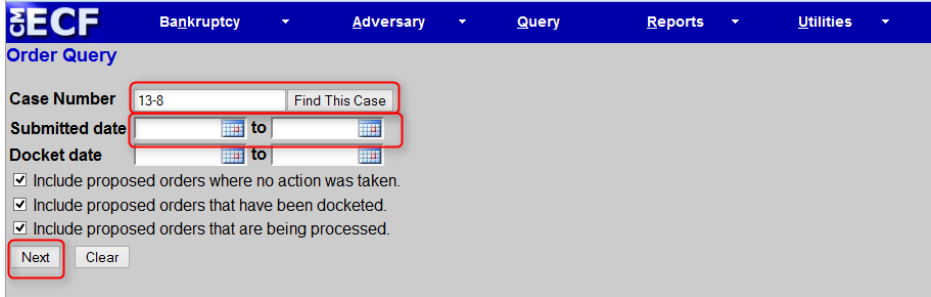
- Available under Bankruptcy menu.
- Used to submit wage orders and release of wages.

<p>1.</p> <p>Select <b>Bankruptcy &gt; Order Upload</b></p>	 <p>The screenshot shows the ECF Bankruptcy Events menu. The 'Order Upload' link is highlighted with a red box. Other visible links include Answer/Response..., Appeal, Batch Filings, Claim Actions, Motions/Applications, Multi-Case Docketing, Notices, Open BK Case, Other, Plan, Trustee/US Trustee, Trustee's 341 Filings, and File Claims.</p>
<p>2.</p> <p>Select <b>Pay Order Upload</b></p>	 <p>The screenshot shows the ECF Order Upload for Bankruptcy menu. The 'Pay Order Upload' link is highlighted with a red box. Other visible links include Single Order Upload, Batch Order Upload, Sua Sponte Order Upload, and Pay Order Upload.</p>
<p>3.</p> <p>Input case number</p> <p>Select <b>Order description</b>; click <b>Next</b></p>	 <p>The screenshot shows the ECF Pay Order Upload form. The 'Case number' field contains '3:13-bk-8'. The 'Order description' dropdown menu is open, showing options: Release of Wages, Wage Order - Debtor, Wage Order - Debtor - Amended, Wage Order - Employer, and Wage Order - Employer - Amended. The 'Next' button is highlighted with a red box.</p>
<p><b>Order Descriptions</b></p>	<p><b>Order to Pay Wages</b> (Order or amended order directing payments be made to the trustee)</p> <p><b>Release of Wages</b></p>

<p>4.</p> <p>Click <b>Browse</b> to attach proposed order; click <b>Next</b></p> <p><i>*Do not upload attachments</i></p>	
<p>5.</p> <p>The order upload confirmation screen displays <b>Order ID #</b> assigned to the proposed order.</p> <p>To view the proposed order click the order ID number.</p> <p>To submit another order, click <b>Upload another order?</b></p>	

## Proposed Order Status

The *Order Query* report is used to check the status of a proposed order uploaded to ECF. Note: The status report displays proposed orders uploaded by the specific ECF user generating the report.

<p>Select <b>Utilities &gt;</b> <b>E-Orders &gt;</b> <b>Order Query</b></p>	 <p>The screenshot shows the ECF Utilities page. The 'Utilities' menu is expanded, and the 'E-Orders (cont.)' section is visible. The 'Order Query' link is highlighted in blue.</p>
<p>Criteria Options:</p> <ul style="list-style-type: none"> <li>• Case Number</li> <li>• Submitted date range</li> <li>• Docket date range</li> </ul> <p>Select options; click <b>Next</b></p>	 <p>The screenshot shows the 'Order Query' search criteria form. The 'Case Number' field is set to '13-8'. The 'Submitted date' and 'Docket date' fields are empty, with 'to' indicators. The 'Include proposed orders where no action was taken', 'Include proposed orders that have been docketed', and 'Include proposed orders that are being processed' checkboxes are all checked. The 'Next' button is highlighted with a red box.</p>
<p>Order Query Options:</p>	<p><b>Include proposed orders where no action was taken</b> - displays replaced or rejected orders.</p> <p><b>Include proposed orders that have been docketed</b> - displays orders that were signed and docketed.</p> <p><b>Include proposed order that are being processed</b> - displays submitted orders awaiting review or signature and entry.</p>

Report Information:

Case Number  
 Related Document  
 Order ID #  
 Order Type

Order Description  
 Date uploaded  
 Name of Submitter  
 Status

Case Number x	Related Doc# x	Order x	Type x	Description x	Submission Date x	Submitter x	Status x
08-00005-ee Wendy Smith	15	476	Suspense (21-day obj)	Motion to Increase/Decrease Payment Into Plan	04/25/2013	Henley, James L. Jr.	Docketed 2013-10-19 10:02:56
11-00036-NPO Fred K. C. Price		548	Other	Release of Wages	05/14/2013	Henley, James L. Jr.	Docketed 2013-10-21 09:51:31
11-00199-ee Henry Bennett		550	Other	Wage Order - Amended	05/14/2013	Henley, James L. Jr.	No Action Taken 10/21/2013
11-00211-ee Angelica Brown		549	Other	Release of Wages	05/14/2013	Henley, James L. Jr.	Being Processed
12-00001-ee MACK KENNINGTON, JR and Mary J Kennington		345	Other	Wage Order - Amended	04/02/2013	Henley, James L. Jr.	Docketed 2013-04-09 10:21:40
12-00004-ee ALICE MARCELLA BROWN		553	Other	Wage Order	05/14/2013	Henley, James L. Jr.	Docketed 2013-05-16 09:22:31
12-00004-ee ALICE MARCELLA BROWN		593	Other	Wage Order - Amended	05/16/2013	Henley, James L. Jr.	Docketed 2013-05-16 11:48:18
12-00009-ee Almeia Bolden Woods		552	Other	Wage Order	05/14/2013	Henley, James L. Jr.	Docketed 2013-05-16 09:23:03
12-00108-ee DORIS ANN COLEMAN		592	Other	Wage Order - Amended	05/16/2013	Henley, James L. Jr.	No Action Taken 10/21/2013
12-00108-ee DORIS ANN COLEMAN		610	Other	Chapter 13 - Confirming Plan	05/17/2013	Henley, James L. Jr.	Docketed 2013-05-17 12:36:59

Status Categories:

- Being Processed
- Docketed
- No Action taken

Status x
Docketed 2013-10-19 10:02:56
Docketed 2013-10-21 09:51:31
No Action Taken 10/21/2013
Being Processed
Docketed 2013-04-09 10:21:40
Docketed 2013-05-16 09:22:31
Docketed 2013-05-16 11:48:18
Docketed 2013-05-16 09:23:03
No Action Taken 10/21/2013
Docketed 2013-05-17 12:36:59

## Resubmission Notification

When a new or revised proposed order is required the ECF system will generate an email to the individual that uploaded the proposed order to the ECF system. The resubmission notification is emailed the individual's ECF **primary** email address associated with his/her ECF user account.

**Important:** Any secondary email address associated with the ECF user's account **will not** receive resubmission email notifications.

As with all emails from the Court, ECF users are responsible for monitoring resubmission notifications; expeditiously taking action to satisfy the request; and making certain deadlines for submitting proposed orders are not ignored.

The diagram shows an email notification with the following components labeled on the left:

- Subject Line:** Resubmit notice for proposed order for case 13-00001-NPO
- Author:** cmecfhelpdesk@mssb.uscourts.gov <cmecfhelpdesk@mssb.uscourts.gov>
- Submitter's Primary ECF Email Address:** To: attorney.smith@gmail.com
- Resubmission instructions:** Please resubmit proposed order 13-00001-npo-o-lift stay.pdf received from Smith, Attorney on 05/20/2013 10:03 for case 13-00001-NPO. Re: Motion Lift Stay filed by GMAC (Dkt. #15) Trustee's Signature is required. If you have any questions, please contact Jane Doe, Case Administrator at 601-608-4600.

The email header also includes the date and time: Tue, May 28, 2013 at 1:58 PM.